

Spokane Transit  
Authority 1230 West  
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## **PLANNING & DEVELOPMENT COMMITTEE MEETING**

Minutes of the March 6, 2019 Meeting,  
10:00 a.m. Spokane Transit Southside  
Conference Room

### **MEMBERS PRESENT**

Chris Grover, Small Cities Representative \*  
(Cheney)  
Pam Haley, City of Spokane Valley  
Kevin Freeman, Small Cities Representative  
(Millwood) *Ex-Officio*  
E. Susan Meyer, Chief Executive Officer  
*Ex-Officio*

### **MEMBERS ABSENT**

Al French, Spokane County\*\*  
David Condon, City of Spokane

\*Chair

\*\*Acting Chair

### **STAFF PRESENT**

Karl Otterstrom, Director of Planning & Development  
Roger Watkins, Chief Operations Officer  
Lynda Warren, Director of Finance & Information Services  
Brandon Rapez-Betty, Director of Communications & Customer  
Service  
Nancy Williams, Director of Human Resources  
Dan Wells, Deputy Director of Capital Development  
Emily Arneson, Ombudsman & Accessibility Officer  
Dana Infalt, Executive Assistant to the CEO & Clerk of the  
Authority  
Sam Guzman, Executive Assistant, Operations  
Ryan Brodwater, Capital Projects Manager

### **GUESTS**

Mike Kunder, AFSCME 3939, President  
Katherine Miller, P.E., City of Spokane, Director – Integrated  
Capital Management  
Scott Simmons, Public Works Director, City of Spokane

### **PROVIDING LEGAL COUNSEL**

Laura McAloon, McAloon Law PLLC

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#### 1. **CALL TO ORDER AND ROLL CALL**

Chair Grover called the meeting to order at 10:01 a.m. Roll was called and introductions were made.

#### 2. **PUBLIC EXPRESSIONS**

Ms. Janet Taylor, business owner of the Blue Cat Vintage, located at Sprague Avenue and Napa has observed interactions at the bus stop located in this area and is concerned about safety: traffic congestion at the intersection (7-12 vehicles behind the bus), and vehicles behind the bus (sometimes 2-3 cars deep will honk and then accelerate through the intersection to pass the bus); this is heard and seen multiple times per day. Sprague is very busy and congested. These are Ms. Taylor's concerns and she wanted to share them with the Committee. Ms. Taylor invited anyone to her business who would like to observe what she has shared.

Mr. Kim Crumpacker introduced himself as the chairman of the traffic calming committee for the East Central Neighborhood Council: On more than one occasion members of the neighborhood's traffic calming committee have discussed concerns regarding buses stopping in-lane in relation to pedestrian and traffic safety. When cars are backed up behind the buses, Mr. Crumpacker says drivers get frustrated and drive onto the side streets. He feels the solution is to have buses pull into turnouts when they make stops to pick up passengers and allow the traffic to flow freely through Sprague Avenue.

Ms. Laverne Biel, President of the East Spokane Business Association (ESBA), is concerned about the in-lane stopping of the buses and safety. In making business decisions, businesses consider if a decision is practical, sustainable, and marketable; all three criteria must be met before implementing. Ms. Biel questions if buses stopping in-lane is practical. It is for STA, but it is not sustainable or marketable for the businesses or neighborhoods. Ms. Biel reported that there is a 21% decrease in traffic through the Sprague Corridor according to traffic data collected after Sprague Avenue Phase I construction. While business revenues are up, revenues are up city wide and county-wide so she does not believe this is a good measurement to fulfill the promise of sustainability for the area. She concluded by stating Sprague businesses cannot sustain this long term as they cannot market the area for 5-10 years if the traffic count continues to go down.

Mr. Doug Trudeau, a business owner and property owner in the South University District and adjacent to Sprague Avenue drew attention to the fact that the South University District portion of Sprague Avenue is a bit different from other corridors in that it does not have a lot of residential. From his observations, Traffic flow is greatest from 9 am – 5 pm and then it pretty much stops. He asked if it is appropriate or safe for the bus to stop in lane if 30-40 students are getting off on Sprague at Sherman. He stated there is frustration surrounding this matter which has been expressed for the past two years.

Chair Grover thanked the visitors for their public expressions.

3. COMMITTEE CHAIR REPORT

None.

4. COMMITTEE ACTION

A. MINUTES OF THE FEBRUARY 6, 2019 COMMITTEE MEETING

Ms. Pam Haley moved to recommend approval of the February 6, 2019 Planning & Development Committee meeting minutes. The motion was seconded by Mr. Kevin Freeman and passed unanimously.

5. COMMITTEE ACTION

A. BOARD CONSENT AGENDA

None.

6. REPORTS TO COMMITTEE

A. SPRAGUE AVENUE BUS STOPS – EVALUATION OF RELOCATION REQUEST

Based on Board action at the February 21, 2019 Board meeting, the Board voted unanimously to refer the Sprague Avenue Bus Stops discussion to the Planning & Development Committee and that City Staff be invited to that meeting to participate in the discussion. STA was asked to consider the bus stop location alternatives requested in the letter received from the City of Spokane, Office of Public Works, to STA CEO, dated January 24, 2019. Mr. Otterstrom reported that the purpose of today's discussion is to seek policy guidance related to the City of

Spokane's request for removal and relocation of two bus stop pairs (four total stops) that have been in operation for the last 17 months at Helena and Napa. It is important to consider the implications for operational changes to transit service on a portion of Sprague Avenue, implications for outstanding project expenses, and implications for additional high-performance transit investments on Sprague Avenue. Mr. Otterstrom reviewed Mr. Simmons letter, background context, City of Spokane Land Use Map, High Performance Transit (HPT) connections to Spokane County's urban centers and destinations, Sprague Avenue planning background, transit stop design principles, the 2013 Re-striping Pilot Project, the October 16, 2019 ESBA Minutes, the Sprague Targeted Investment Program, overall plans for the Sprague HPT Line, HPT passenger elements, Sprague Phase I stop modifications, 2017 Phase I deliberations on bus stops, transit project expenses, 2018 cumulative ridership statistics, bus dwell time evaluation, wheelchair ramp deployments (Division to Altamont), ESBA stop proposals, alternative bus stops, Phase II design process, and the Phase II new design for Sherman Plaza.

In 2017, the Spokane Mayor and Council President identified two options for bus stops at Helena & Napa: in-lane stops and pullout stops. City and STA staff surveyed businesses along the project corridor; 54% preferred in-lane stops to minimize loss of parking. The project was built consistent with original plans. Revisions to the City's previous plans as indicated in the January 2019 letter will take additional coordination and analysis prior to reaching a conclusion.

Mr. Freeman asked if there was representation from the City of Spokane Public Works or the City of Spokane at the Planning & Development Committee meeting today. There was not at the time. Mr. Otterstrom extended an invitation to Mr. Scott Simmons to make a presentation to this Committee. Board members requested additional data from the mayor at last month's board meeting but nothing more was received.

Mr. Freeman would like the supporting data that Mayor Condon referred to at the previous Board meeting, would like STA to acquire the impacts on ridership if another stop is lost, would like STA to calculate the amount of money it would cost to "undo" the elements of the 2017 Sprague improvement project that ESBA has asked to undo that has been completed on the Sprague corridor, and would like to clarify the requests from ESBA and the City since there are differences. Mr. Freeman and Chair Grover agreed that this item should be deferred to the next meeting. For the record, Mr. Freeman shared his disappointment that the City of Spokane has chosen not to participate in today's meeting.

Mr. Freeman continued that STA has a working system in place that was decided through a cooperative effort from the neighborhood group, the City of Spokane, everybody, and now STA is being asked to go back to figure out how to undo what has been implemented. Other committee members expressed similar opinions.

Mr. Otterstrom will follow-up with the city for additional information as requested, reiterate the invitation for city participation in the meeting and prepare for the continuance of the evaluation at April's committee meeting.

**B. 2019 TRANSIT DEVELOPMENT PLAN BOARD GUIDANCE**

According to STA Board Resolution 681-11, the Planning & Development Committee is accountable for designing and coordinating the Board's participation in Spokane Transit's strategic and operational planning. The agency's primary mid-range planning document is the Transit Development Plan (TDP). The 2018 TDP may be viewed on STA's website at [spokanetransiti.com/projects-plans/transit-development-plan](http://spokanetransiti.com/projects-plans/transit-development-plan). The 2019 TDP is expected to be adopted in July 2019 and will include the Capital Improvement Program and the Service Implementation Plan. The planning horizon of the 2019 TDP is through 2025, which is six years plus the current year.

The first step in the development of the TDP is for the Board to set forth six-year planning guidance statements.

The planning guidance set forth in the 2018 TDP, which have remained unchanged since the 2016 TDP, are as follows:

- Foster and Sustain Quality
- Maintain a State of Good Repair
- Expand Ridership
- Proactively Partner in the Community
- Advance and Adapt the System Growth Strategy

Mr. Otterstrom reviewed the TDP Project Timeline which proposes that the Planning and Development Committee will develop the Mid-Range Planning Guidance over the next three Meetings. In May, the Committee will begin reviewing the draft sections of the plan, working toward Board approval in July.

Mr. Otterstrom asked the Committee for suggestions/changes to any of the language for Section 4 of the 2019 TDP. Mr. Freeman requested language referring to Spokane be revised to reflect regional inclusion. Mr. Otterstrom agreed to revise. Mr. Otterstrom reported that staff will come back next month to seek finalization of the guidance statements and a recommendation for board action.

C. DRAFT SRTC 2019-2020 UNIFIED PLANNING WORK PROGRAM (UPWP)

Mr. Otterstrom reviewed the Draft SRTC 2019-2020 Unified Planning Work Program (UPWP). In coordination with STA and WSDOT, Spokane Regional Transportation Council (SRTC) prepares a UPWP to define and coordinate all planning activities that will be conducted in the metropolitan planning area over the next State Fiscal Year. Mr. Otterstrom asked the Planning & Development Committee to review the draft description of STA's ongoing and upcoming planning activities (see attachment) that will be submitted to SRTC for inclusion in the UPWP in an appendix. Proposed planning projects include periodic and programmatic projects, targeted projects (existing) and new planning projects for 2019/2020. Comments are due on the draft on May 1. Adoption by SRTC Board is scheduled for June 2019. Chair Grover confirmed that Ms. Meyer sits on the SRTC Board.

D. CENTRAL CITY LINE: THIRD-PARTY AGREEMENT STATUS REVIEW

According to the Federal Transit Authority (FTA), the term "Third-Party Agreement" refers to the agreements between a grantee (in this case STA) and parties other than FTA that are needed to facilitate the financing, design, permitting, construction, operation and maintenance of a federally funded capital transit project.

The purpose of the Third-Party Agreement Plan is to assist the FTA's Project Management Oversight Consultant (PMOC) in identifying agreements that are necessary for the successful completion of the project, and to identify which of these agreements are deemed 'critical' and must be executed or awaiting execution at the time of execution of the Small Starts Grant Agreement between STA and the FTA.

Mr. Otterstrom reviewed the Draft Central City Line Third-Party Agreement Tracking Matrix to keep the Committee apprised of the status of each of the 21 agreements. The FTA assigns the criticality of each agreement which helps to identify project risk and project readiness. Critical Agreements are those in which the absence may significantly change the cost, scope and/or schedule for the project. Non-Critical Agreements refer to those that would not result in a scope increase, cost overrun, and/or schedule delay beyond the magnitude already contemplated by the Project Management Plan and/or sub plans.

Critical Third-Party Agreements: Property Acquisition, City of Spokane Design and Construction, Avista Utilities Coordination and Reimbursement, Gonzaga University Design and Construction, Gonzaga University

Operations and Maintenance; Spokane Community College Design, Construction, Operations and Maintenance; Washington State University Station Development.

Non-Critical Third-Party Agreements: City of Spokane Operations and Maintenance, Avista Utilities Intent to Serve, Spokane Community College Operations and Maintenance.

*Ms. Katherine Miller and Mr. Scott Simmons arrived at 11:05 a.m.*

Next Steps: First meeting with STA's PMOC will take place later this morning via phone to kick off the deadline of submissions. Continue progress in finalizing agreements for execution.

#### E. CONNECT SPOKANE: MINOR UPDATE SCOPE OF WORK

Mr. Otterstrom reported that staff proposes to undertake a minor update to *Connect Spokane: A Comprehensive Plan for Public Transportation*, in advance of a major update in 2020. This is information only at this point. Mr. Otterstrom reviewed the proposed minor amendments:

- Add a policy in the System Infrastructure element that addresses when bus shelters are removed to complement Si 4.3 Shelters and Awnings. (Some stops have shelters where ridership patterns have changed. It is necessary to define the point that STA should pull the shelter.)
- Remove references to "Red Line Standards" and "Modern Electric Trolley" in HPT Route description table in High Performance Transit to reflect current guidance and planning assumptions.
- Add a policy in the Monitoring and Improvement element to describe frequency of updates of the Transit Asset Management (TAM) Plan in order to satisfy federal requirements.
- Update Performance Measures in Annex I to better evaluate and communicate fixed-route performance.

Mr. Otterstrom reviewed the timeline for these updates. Staff will return to the Planning & Development Committee in April with the proposed language for the proposed updates.

Chair Grover asked if the Board will have to do this. Mr. Otterstrom responded that the Board will have to adopt these minor changes because it is a Board Policy document. There is a Public Hearing set for April and then it will be on the Board agenda with a red-line document in the packet.

#### F. I-90 / VALLEY HIGH PERFORMANCE TRANSIT (HPT) PROJECT OVERVIEW

Mr. Otterstrom reviewed the vision for the I-90 / Valley HPT corridor, a two-way, all-day transit service traveling from Spokane eastward to Spokane Valley and Liberty Lake along Interstate 90, with the possibility of a future extension to Coeur d'Alene. Mr. Otterstrom reviewed the project background / history. In 2010, *Connect Spokane* identified the High Performance Transit network. Five years later, STA received the Congestion Mitigation Air Quality Control (CMAQ) Grant Award for \$650,00 (Federal) and \$162,500 (Local). Then in 2016, the STA *Moving Forward* Plan included funding for additional service on I-90, introducing some elements of High Performance Transit: replacing or expanding the current Mirabeau Park and Ride to include transit center infrastructure and building a new Liberty Lake Park and Ride that offers greater capacity than the current facility. These improvements are to be completed by or before 2023. The CMAQ Project Description is to advance preliminary engineering for transit infrastructure primarily on or near I-90 from Spokane to Liberty Lake and includes sites and facilities within the City of Spokane Valley.

This project is supported by the SRTC Horizon 2040, the City of Spokane Shaping Spokane Comprehensive Plan, the City of Spokane Valley Comprehensive Plan and the Liberty Lake Comprehensive Plan. Mr. Otterstrom

reviewed regional population and growth statistics. The SRTC Board adopted population forecast for Spokane County 2040 is projected to be just under 600,000. The population is growing more quickly in Kootenai County than in Spokane County and this has implications for I-90. According to the regional long-range transportation plan *Horizon 2040*, 6.4% of Kootenai County commute trips are destined for employment in Spokane County. The original design capacity for I-90 was for 50,000 vehicles per day; it is now carrying 120,000 vehicles per day. According to the 2018 Corridor Capacity Report (WSDOT), annual person miles traveled and annual vehicle delay both increased in 2015-2017. Peak period transit ridership on the Spokane region I-90 corridor was equal to about 7% of an extra lane of capacity in 2017. Mr. Otterstrom reviewed stamp graphs of congestion by time of day on Spokane region freeways and reviewed the Argonne catchment area and the Barker catchment area.

Mr. Otterstrom stressed that it is important to note that at a meeting of the American Association of State Highway and Transportation Officials, Mr. Roger Millar, Secretary of Transportation at WSDOT, said building more highways to solve congestion “isn’t the answer,” and congestion “is a problem we simply cannot solve.”

STA wants to study the I-90/Valley Line to identify potential improvements and scopes of those improvements. Mr. Otterstrom reviewed the RFQ scope and timeline. In April, staff will bring forward a scope of work for review and approval in order to procure qualified planning, design and engineering services for the project.

## 7. CEO REPORT

STA Chief Executive Officer, E. Susan Meyer, presented her CEO Report to the Committee which included the following topics:

Project Management Oversight Consultant (PMOC) Assignment – The assignment of a PMOC to the Central City Line (CCL) project marks a significant milestone. The PMOC becomes FTA’s eyes and ears for evaluating scope, schedule costs and risks which is very important considering FTA’s risk adverse focus. STA will be participating in the first teleconference with the PMOC, Urban Engineers, today. While STA has not worked with Urban Engineers before, STA’s partners at Cardinal Infrastructure are familiar with their leadership and will be represented at STA for an on-site visit in April.

2019 APTA Legislative Conference – March 17-19 - Ms. Meyer, Mr. Brandon Ropez-Betty, and Mr. Otterstrom will be able to visit with K. Jane Williams, the Acting Administrator for the FTA, while in Washington D.C. for the APTA Legislative Conference later this month. At that time, STA will have an update for her and she will have received an update from her staff. Ms. Meyer is very glad that Mayor Freeman, Deputy Mayor Haley, Councilmember Mumm, and Commissioner French will be attending the conference and the meetings.

FTA Visit – Region X – March 7 – Tomorrow, Ms. Meyer and Mr. Otterstrom will make their periodic visit to the FTA’s Region X Headquarters. Ms. Meyer will have an update at the Board meeting. Final “move forward” documents are often received during these visits.

Mr. Freeman asked if STA has a dedicated a Project Manager (PM) to the Central City Line project. Ms. Meyer responded that STA has a layered approach starting with Mr. Otterstrom, Director of Planning & Development; Dan Wells, Deputy Director of Capital Development; Don Skillingstad, the dedicated Capital Projects Manager; and several other staff that support other elements of the project. This project is anticipated to go out to bid later this year.

Airway Heights City Council Visit – Ms. Meyer and Mr. Otterstrom provided a ridership update to the Airway Heights City Council on Monday night. Ridership in Airway Heights is up and the service improvements to come were shared. Airway Heights has formally requested that STA provide service to their new recreation center located at the far north end of the urban growth area. STA provided input during their environmental period to state that STA does not provide service to that area; however, STA has made a commitment to see if in the short or long term there is a way that STA can assist them. STA will meet with Mayor Richey, City Manager Tripp and Councilmember Messing to discuss this request. A letter from the West Plains Chamber accompanied the Airway Heights request urging STA to consider the request to provide this service.

Greenstone Pass Performance Update – This update will be provided at the April Planning & Development Committee meeting.

8. COMMITTEE INFORMATION

*(No information included this month)*

9. REVIEW APRIL 3, 2019 COMMITTEE MEETING AGENDA

Mr. Otterstrom pointed out a new item, Review Mobility Management Concepts. This agenda item is tied to the 2019 Strategic Plan that identified this topic as one of the objectives. Associate Transit Planner, Mike Tresidder, is attending the Shared Mobility Conference right now in Chicago. This conference may provide some helpful ideas as STA considers potential options for the Airway Heights service request.

Ms. Warren shared that rather than discuss the Revenue and Expenditure Forecast Assumptions agenda item at the April Planning & Development (P&D) Committee meeting, there will be a Board Workshop on April 3, 2019 between the P&D Committee meeting and the Performance Monitoring and External Relations (PMER) Committee meeting. The Grant Forsythe outlook will be shared at the workshop.

10. NEW BUSINESS

*(No information included this month.)*

11. COMMITTEE MEMBERS' EXPRESSIONS

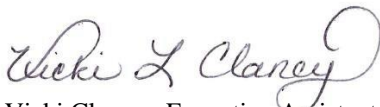
None.

12. ADJOURN

Chair Grover thanked Mr. Otterstrom for all of the information presented and adjourned the meeting at 11:29 a.m.

13. NEXT COMMITTEE MEETING: APRIL 3, 2019 at 10:00 a.m., (STA SOUTHSIDE CONFERENCE ROOM, 1230 W. BOONE AVENUE, SPOKANE, WA)

Respectfully submitted,



Vicki Clancy, Executive Assistant